

Saint Michael's College Job Description

Job Title: Director of Public Safety and Emergency Operations

Department: Public Safety

Supervisor or Manager: Vice President of Student Affairs

Date Created: 07/21/2005

Last Revised: 06/28/2022

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- A safe and secure campus environment, conducive to living, learning, and working, is provided
- Responses are timely and incidents/emergencies on campus are mitigated
- Positive working relationships with local police, fire, and rescue agencies are established and maintained
- Helps to create an environment of learning about, valuing, encouraging, and supporting differences both for the Public Safety staff and the overall campus

Essential Duties and Responsibilities:

- Plans, administers, and monitors activities of security staff
- Develops procedures and guidelines for staff to meet institutional needs
- Administers campus parking program
- Coordinates emergency responses on campus
- Follows up and investigates incidents of a serious nature on campus
- Oversees Dispatch Services office
- Supports Public Safety staff in the learning and development of awareness relating to inclusively and equitably engaging with students and constituents of various backgrounds, especially those with identities historically and currently excluded and minoritized
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences.
- Seeks different points of view and leverages diverse perspectives in group processes and decision-making. Checks own views against the views of others
- Supports fair treatment and equal opportunity for all. Listens to and objectively considers the ideas/input of others. Respects the talents and contributions of all individuals
- Willingness to learn more about the social construction of race and racism in the United States, including how race provides systems of advantage and disadvantage
- Ability to reflect on one's own racial identity and how it has shaped one's own life experiences

Secondary Responsibilities:

- Reviews and approves incident reports
- Prepares reports, including annual report and furnishes statistics to the Department of Education
- Oversees issuance of campus keys
- Maintains fire safety equipment on campus, consults on fire safety matters
- Provides security coverage for special events
- Oversees staff training and development
- Recruits, selects and trains staff
- Maintains liaison with other departments and outside agencies
- Serves on various committees, including risk management/safety
- Conducts student safety training for van operators

- Provides timely responses and assistance to the public safety staff and the college community when needed in times of emergency

Positions Supervised:

- Assistant Director
- Operations Manager
- Corporal
- Investigator/Liaison Officer
- Officers (8 full-time, 4 part-time, 1 per diem)
- Dispatchers (4 full-time, 3 part-time, 5 per diem)

Major Contacts:

- VP of Student Affairs and other members of cabinet
- Other department directors
- Residence Life staff
- Students' Parents
- Visitors
- Alumni
- Police agency heads, officers, and vendors

Demonstrates Excellence:

- Applies a broad knowledge base in security, law enforcement, operations
- Skillfully handles interactions with a wide variety of people in a broad range of circumstances
- Sets/enforces high standards and leads by example
- Engages with students and constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development in supporting students and constituents with historically or currently excluded, underrepresented, and minoritized identities
- Understands the impact, challenges, and barriers racism, inequities, bias, and systemic oppression have on student and minoritized constituents, and how that shapes their relationship with and perspectives of law and safety officers

Education and Work Experience:

- Bachelor's degree plus supervisory experience; masters preferred
- Background in campus security/law enforcement preferred
- Fire Department and Emergency Medical Services training/experience ideal
- Familiarity with emergency management philosophy and protocols

Analytic Skill:

- The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation

Language and Literacy Skills:

- Reads and interprets a wide range of information. May interpret documents to others
- Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences
- Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively

Computer/Technology Skills:

- Familiarity with Microsoft Office and Adobe products
- Omnigo – highly proficient
- iParq – working knowledge

- CCURE– working knowledge
- Datatel – working knowledge
- Internet Research – intermediate knowledge

Licenses, Certifications and Other Requirements:

- CPR
- Control and Restraint
- OC Spray
- Must meet driver's eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy*

Physical Demands:

Work is often performed in a typical non-office environment requiring:

- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- Some degree of exposure to physical risk

While performing the duties of Director of Public Safety and Emergency Operations, the employee is sometimes required to lift and/or move 51-100 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- Availability for 24-hour access to support operations
- Must be able to play an integral role in College's emergency response plan

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.